

STATE OF WISCONSIN, CIRCUIT COURT, _____ COUNTY

For Official Use

IN THE INTEREST OF

**Request for Custody by School
Attendance Officer/
Designation by School District
Administrator**

Name

Date of Birth

Case No. _____

Request for Custody by School Attendance Officer

1. I am the school attendance officer for the _____ School District.
2. The juvenile is absent from school without an acceptable excuse. The previous attendance record of the juvenile is as follows: _____
_____ ☐ See Attached
3. I request that the juvenile be taken into custody by a person designated by the school district administrator.

Signature of School District Administrator

Date

Designation by School District Administrator

Based on the request of the school attendance officer, I direct the following person(s) take the juvenile into custody:

- ☐ Those persons previously designated by me pursuant to a blanket authorization issued on _____ Date.
- ☐ The following individual(s):
- ☐ 1. An employee of the district who is directly involved in the provision of educational programs for the truant child: _____
 - ☐ 2. An employee of the district who is directly involved in the provision of a modified program or curriculum, a program for children at risk, an alternative educational program, or any other alternative educational program to children who attend the school attended by the truant child: _____
 - ☐ 3. A school social worker employed by the district who provides services to children attending the school attended by the truant child: _____
 - ☐ 4. An employee of a social services agency who is directly involved in the provision of social services to the truant child or the child's family: _____
 - ☐ 5. The school attendance officer: _____

I have attempted to notify by personal contact or telephone the juvenile's parent, guardian and legal custodian that I have designated individual(s) for the purpose of taking the juvenile into custody. Such attempt was

☐ successfully made: ☐ by phone ☐ in person on _____ Date at _____ Time.

☐ unnecessary because the parent, guardian, or legal custodian is the person who requested that the juvenile be taken into custody.

Upon taking the juvenile into custody, the person shall:

- determine if the juvenile may be released under §938.20, Wis. Stats.; and
- if release is not appropriate, deliver the juvenile to juvenile intake.

Distribution:

1. Original – School District Administrator
2. Person taking juvenile into custody
3. Parent/guardian/legal custodian

Signature of School District Administrator

Date